



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Licensed Clinical Social Workers
Sub-Section:

TITLE: Original Applications

CUTOFF:

DESCRIPTION: Original Applications - Contains education and training qualifications
required for licensure in the state of Missouri

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3689

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Receipts File

CUTOFF:

DESCRIPTION: Receipts File - Record of Fees Received for licenses. May be destroyed
after completion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3691

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Renewal Application

CUTOFF:

DESCRIPTION: Renewal Application

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3690

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Licensed Clinical Social Workers
Sub-Section:

TITLE: Summary of Exam Results

CUTOFF:

DESCRIPTION: Summary of Exam Results

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3692

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Violation and Complaint Files

CUTOFF:

DESCRIPTION: Violation and Complaint Files

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 13656

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001
